

**Plumas County Children and Families Commission  
PCCFC**

**Minutes**

**Wednesday, April 10, 2002  
9:00 a.m.-12:00 p.m.  
Public Works Building**

**Attendees:**

Commissioners:	Carol Burney, Tami Davison, Shelley Miller, Paula Russell, Elliot Smart, and Irasema Tavares
Staff:	Ellen Vieira, Ex. Dir., and Diana Conen.
Public:	Kelly Marschall, and Susan Kocher

**I. Introductions:**

Chairperson Miller opened the meeting at 9:05 a.m. The Commissioners, staff and meeting attendees introduced themselves.

**II. Public Comment:**

There was no public comment.

**III. Consent Agenda:**

MOTION: Ms. Burney, seconded by Ms. Russell, moved to approve the Consent Agenda  
**VOTE:** The motion passed unanimously.

**IV. Executive Director's Report:**

A written director's report was provided in the Commissioner's board packet. There were no questions regarding the written report. Ms. Vieira reported on the "Minimum Allocation Proposal" that will be placed on the CCFC State Commission's agenda as a discussion item at the April 18, 2002 meeting in Sacramento. It is clear that the increase in the minimum allocation to the 8 small population counties will be a challenge. School Readiness funds for all 58 counties and a continuation of the travel and administrative augmentations has broader support. The California Children and Families Association (CCAFA) would like to have rural county Commissioners testify on how the augmentations and minimum allocations have benefited counties. PCCFC Commissioner, Tami Davison will give a presentation regarding the difficulty of accessing services in a small rural county for children with disabilities. Ms. Vieira felt that Commissioner Davison's testimony would strengthen the position of the need for infrastructure development in the small population counties. This is the first time that the State Commission Staff has made a joint proposal with the Association. The proposal is

now being reviewed by Joe Munzo, Deputy Director and Jane Henderson, Executive Director of the State Commission.

Chairperson Miller said that the funding priorities listed of the State Commission are very similar to those identified by PCCFC. Ms. Vieira has volunteered to participate on the Mental Health, CCAFA and State Commission workgroup. Workgroups will be developed for the five state funding priorities. It will be important to have rural county representation to insure that any initiative developed will reflect the needs of rural counties. Ms. Burney stressed that there are major mental health issues and acute needs of young children that should be addressed. Mr. Smart complimented Ms. Vieira on her "My Perspective" piece to be published in the Feather River Bulletin April 10h that was included in the agenda packet. Ms. Vieira appeared with Commissioner Burney and Joleen Cline, Coordinator of the Child Care Council on the Community Forum radio program at KPCO, as part of the Week of the Young Child activities planned in April. Sandy Norton, nursing director of the Plumas County Public Health Agency also was interviewed during the week to talk about The Kit for New Parents and oral health. Susie Wilson, from Plumas Rural Services discussed the Toy Lending Library.

**V. Program Development :**

a. Commissioner Reappointments

MOTION: Ms. Davison, seconded by Ms. Russell, moved to accept with regret the decision of Ms. Tavares to not accept another term as Commissioner. **VOTE:** The motion passed unanimously.

MOTION: Ms. Burney, seconded by Mr. Smart, moved to approve the reappointment of Jose Pereira, Paula Russell, and Rita Scardaci to another three year term as Commissioners. **VOTE:** The motion passed unanimously.

b. Commissioner vacancy

The Commissioners directed Ms. Vieira to continue out reach to seek candidates for the open Commissioner seat. Mr. Smart said that it would be beneficial to seek community members or parents of young children to give a more balanced outlook to the commission. Ms. Vieira suggested that Community Advisory Committee meetings on an informal basis in all four communities might be a good way to get input. Chairperson Miller said that a deadline should be set for receiving applications. Ms. Russell said that it would also be a good idea to look for representatives from outside the Quincy area of Plumas County.

c. Leverage Fund Guidelines

Ms. Vieira said that the Leverage Fund Guidelines need to be reviewed prior to the adoption of the Strategic Plan revisions and July publication of the Leverage funding

availability. She will arrange a date to meet with the committee at the May PCCFC meeting.

d. "Draft" Evaluation Plan: Susan Kocher, Evaluation Specialist

Ms. Kocher distributed copies of the draft Evaluation Plan that she has developed over several months as specified in her contract with the PCCFC. She has met with the contractors funded FY 2002-2003 to help them tract project level data that they will collect and use to evaluate the success of their programs. The Evaluation Plan should be coordinated with the data component in the Strategic Plan revisions that the Commissioners will be discussing later in the meeting. She reviewed the page 2 graphic of the Evaluation Plan. The Needs Assessment (Section 1) should lead to the development of Goals and Objectives (Section 2). Projects Funded (Section 3) should be selected to meet these goals and objectives. Evaluation of the funded projects (Section 4) should give more information that can be used to do need assessments, restarting the cycle. The Commission needs to prioritize which goals and objectives are most important and urgent for funding. Specific indicators can be chosen to track progress in achieving goals and objectives. Since Ms. Kocher's contract with PCCFC ends April 30, 2002, she has agreed to provide added information in the Evaluation Plan to reflect the strategic planning in June. Ms. Vieira will add an addendum to her contract extending the date until June 30, 2002.

Ms. Vieira said that the State Commission has contracted with SRI for the statewide evaluation. SRI will meet with each of the 58 counties and utilize existing evaluation plans. Ms. Marschall said that they will customize the baselines for each county. Mr. Smart asked if reframing the goals of the Strategic Plan will compromise the results of the data that has been collected so far. Ms. Kocher said that the adjustment to be made will be between Step 1 and Step 2 of formulating the goals and objectives in the Strategic Plan. This work has not been done yet. It will make it easier in the future to justify funding decisions as furthering the goals and objectives. This is the major component that the Commissioners need to accomplish so that she can finalize the Evaluation Plan.

e. Strategic Planning: Consultant Kelly Marschall

Ms. Marschall said that she will be able to do a considerable amount of the actual writing of most sections of the Strategic Plan once the Commissioners are finished evaluating the data. The Commissioners discussed each of the indicators and how they had individually rated the data with regard to how "urgent" or "important" each indicator is children 0-5 and their families and how important it is that the Commission invests funds in this area. (Ratings by Commissioners are recorded on the rating sheet.) Ms. Miller said that issue is what it is going to look like at the end and the report card looking at the kinds of issues we should be addressing and has there been any change overtime. We're not saying we're going to impact the number of children in poverty, but we want to see how our services have impacted numbers of children in poverty. We still want that statistic somewhere available.

The Commission reviewed the Draft of the Strategic Plan.

The narrative would tell the story of why this indicator is important to Plumas County, which is the “story” behind the data. What do we know about the indicator in terms of baseline data for the county and the state? What is the objective for the county related to the indicator? There may be indicators or data that would be put in the situational analysis because we think it is important for people to know, but it isn’t something that we are including as one of our indicators that have an objective because we are not investing in this for the following reasons...That is what would be included on the report card.

Commissioner Russell stated the need to find out how many dentists in Plumas County will treat children 0-5, and how many dentists that will see this age group and also accept Denti-Cal. This would be important information for the report card. Oral health was then identified as a high priority for the report card.

Commissioner Miller had a concern about making funding decisions which are only based on available data. There are certain things that we know to be issues, but there is no way to measure them. We need to be careful to recognize what those are and make sure that they are included in our plan. Ms. Marshall explained that this could be part of the guiding principles, that the Commission will be responsive to emerging issues. School readiness is a perfect example. It was very low on the radar screen three years ago. Consequently, the Commission will add things and/or take them away as more information becomes available.

Commissioner Davison expressed a concern that there was very little information on children with disabilities or special needs. Ms. Marschall stated that the next step was identifying what is missing. Including children with disabilities, Commissioner Miller would like to address the quality of childcare, Commissioner Russell felt that mental health services for young children was important, and Commissioner Burney wanted to discuss the young five-year-olds who are not ready for kindergarten and yet there are no preschools that address those needs. Commissioner Miller felt that the lack of continuity between preschool and kindergarten needed to be addressed. Ms. Vieira stated that those issues would fit appropriately in the school readiness section, as they were aligned with State Commission priorities. Ms. Vieira asked if the Strategic Plan should mention cultural diversity to reflect the increase of the Latino population. Ms. Marschall asked if the Commission wanted to mention specific groups or just generally mention cultural diversity within the context of funding. She asked the participants to bring data, or be prepared to make the case at the next meeting. Commissioner Miller stressed that four Commissioners were absent and that certainly makes an impact when making these kinds of decisions.

## **VI. Public Comment**

There was no public comment.

**VII. Next Meeting:**

There was discussion about the meeting date on June 12<sup>th</sup> as Ms. Marschall had a prior commitment and Ms. Vieira also requested that the date be changed. Chairperson Miller was hesitant to pick a specific date with the other Commissioners not present. She suggested that two dates be considered during the previous week and directed Ms. Vieira to e-mail the Commission with the date. The dates of Monday, June 3<sup>rd</sup> (2nd choice) and Wednesday, June 5<sup>th</sup> (1<sup>st</sup> choice) were chosen for consideration. Commissioner Davison offered to provide some data on children with disabilities.

Chairperson Miller asked Commissioner Tavares if she would attend the May meeting and she stated she would. Commissioner Tavares asked if the Commission had taken a formal vote on the Mission Statement. Chairperson Miller said that the work was done, but there had been no discussion. Ms. Vieira stated that the draft Mission Statement was to be included in the overall adoption process of the draft plan. Chairperson Miller then requested that the draft Mission Statement be included on the next agenda for discussion.

There was a brief discussion about the strategic planning timeline. Ms. Marschall stated that the Commission would have a draft in May, revisions in June, and something that may be adopted in July. Ms. Marschall stated that if the deadline of June was important, she would be willing to add another meeting in May or June. The consensus was to meet in July as necessary. Ms. Marschall then thanked the Commission for the conversation and hard work. The Commissioners thanked Ms. Marschall for leading them through the process.

**VIII. Adjournment.**

MOTION: Commissioner Russell moved to adjourn the meeting; Commissioner Burney seconded. **VOTE:** The motion passed unanimously.

Chairperson Miller adjourned the meeting at 11:50 am. .

Minutes respectfully submitted by: Diana Conen